


REPORT

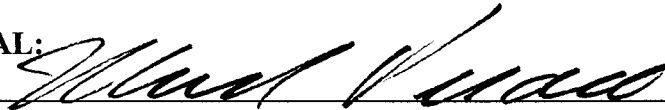
DATE: October 10, 2005

TO: Administrative Committee
Regional Council

FROM: Heather Copp, (213) 236-1804, copp@scag.ca.gov 

SUBJECT: Reimbursement for Regional Council Travel in FY 04/05

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve payment of Regional Council travel costs incurred in FY 04/05. Staff will ensure that adequate notice is given in FY 05/06, so that Regional Council members can have travel/ stipend reimbursement requests in prior to the July 31, 2006 deadline.

SUMMARY:

Two travel reimbursement costs were received in late August and September for travel that occurred in FY 04/05. Even though the deadline for reimbursement for FY 04/05 has past, staff is recommending approval of these two requests, because adequate notification was not given to Board members regarding the Fiscal year deadline for processing payments.

BACKGROUND:

SCAG closed its books on August 15, 2005 for FY 04/05. All requests for reimbursement were due by July 31, 2005 in order to be paid and reflected on SCAG's FY 04/05 Financial Statements. It has been SCAG's policy that no payment will be made to staff or vendors if reimbursement requests are not received by the due date of July 31, 2005. This policy is in effect so that the expenditures can be "matched" to the Fiscal Year in which they were incurred. In order to ensure compliance, several notices are sent to our vendors and announcements are made to our staff. In the case of the Regional Council members, one notice was sent in April, but no further reminder notices were sent.

FISCAL IMPACT:



Current reimbursement requests total approximately \$1,500. Funds are available in the General Fund, but payment will reduce amount of travel funds available in FY 05/06 by \$1,500.